Online Applications

CD-ROM Version 10

The Open University

A selection of free software and the Computing Guide

PLEASE READ: 'About this CD-ROM' on page 4 of the enclosed booklet before installing any software

CDR1267

Contents

The Computing Guide is available online at http://www.open.ac.uk/computingguide

About this CD-ROM

Every OU student receives this Online Applications CD-ROM. It contains a variety of software applications – some specifically for OU courses and some for more general use. Before installing any of the software on this CD-ROM, you should:

- look at your course materials to see which applications, if any, your course requires
- read the description of each application
- read the Computing Guide (Section 5)
- read the Student Computing Code of Conduct (Section 8).

FirstClass, Lyceum, Elluminate and Browsealoud

The Open University may require you to install FirstClass and/or Lyceum software as part of your OU studies. The installation and use of FirstClass and Lyceum are fully supported by the OU Computing Helpdesk.

Third-party software disclaimer

The installation of the other software on the CD-ROM is optional and is not fully supported by the OU Computing Helpdesk. You should install the software only if you wish to do so. The Open University acts as an agent for third-party products on behalf of other companies and can accept no liability for the installation or use of the third-party software supplied on this CD-ROM.

Computer specifications

To install the software from the Online Applications CD-ROM you will need:

- a PC with Microsoft® Windows 2000, Windows XP or Windows Vista
- an Intel® Pentium® or compatible processor.

This disk has been tested with the Windows Vista Home Basic and Home Premium packages; it may function differently from the description below if you use a 'Business' or 64-bit version of Windows. You may find that, in order for it to operate correctly, you will need to

be logged in as a user with 'Administrator' privileges. Some of the software is not compatible with the Windows Vista and details are noted below.

For FirstClass or Lyceum, you will need your OU computer username and password, as well as an account with an internet service provider (ISP).

We recommend at least 16-bit 'high colour' graphics for the best display. You will find more information about the computing specification for your course at:

http://www.open.ac.uk/personal-computing/

Adobe Acrobat Reader using other platforms and computers

Adobe Reader is available for Apple Macintosh computers and works in exactly the same way as on the Windows platform. The files are also interchangeable.

Acrobat Reader is also available for the Palm PDA and for the PocketPC platform. You can transfer Portable Document Format (pdf) files to these handheld computers and read the etext pdf files there, if you wish.

Please note, however, that the University is not able to offer any support for the use of platforms other than the standard Windows environments.

Lyceum: minimum specification

Note that Lyceum **does not** operate on Apple Macintosh or Windows NT. In addition to the specification above, you will need a PC or laptop with the following minimum specification to use Lyceum:

- sound card (16-bit, full-duplex)
- headset (with headphones and a microphone)

If your course uses Lyceum, you will receive further information about its set-up and use later. You should set up and test your Lyceum system at least five days in advance of your first Lyceum tutorial.

To avoid transmission problems at times when the internet is very busy we strongly recommend that users have accounts with more than one internet service provider.

We also advise that users test their audio connection with at least one other user and at least five working days before the first session.

1 Starting the CD-ROM

To start the Online Applications CD-ROM, follow the steps below.

1   Start up your computer with Windows running. Make sure you have no other programs running and insert the CD-ROM.

2   The installation program should start to run automatically. If this does not happen on your machine, click on the **Start** button, then **Run**, then type:
D:\start (where the drive letter is assumed to be D) into the box labelled **Open**, and click on **OK**. With Windows Vista you need to type this into the Search field in the Start menu.

3   The launcher program for the Online Applications CD-ROM will start. If at any stage you decide to **Cancel** the launcher process, you can come back to it again by starting from step 1 above.

4   From the **Welcome** screen, you select the category and then the item of software that you wish to install. Each of the software packages is described in Section 4 below, which you should read before installing any software.

2 OU Computing Helpdesk

The OU Computing Helpdesk is available to help OU students and Associate Lecturers install and run course software. **Please note that this service is for technical help only. The Helpdesk cannot assist you with course-related study or queries relating to your internet connection. If, after successfully installing the software, you experience any problems using it for your coursework you should refer your query to your Associate Lecturer in the first instance.**

The Helpdesk also offers support and assistance with other OU-provided IT services and applications, including the OU online discussion forums, audio conferencing and OU email, problems with usernames or passwords, and access to course websites and other online facilities.

Opening hours

Between 09:00 and 22:30 Monday–Sunday (closed every Wednesday between 15:00 and 16:00 for staff training).

Most Bank Holidays and OU closure days are covered from 10:00 to 16:00.

The Helpdesk is closed on Christmas Day, Boxing Day, New Year's Day and Easter Sunday.

Contact details

Telephone: +44 (0)1908 653972

Email: via our frequently asked questions site at:

http://www.open.ac.uk/computing-helpdesk

Website: http://www.open.ac.uk/students/helpdesk/

When contacting the Helpdesk, please state your OU personal identifier (i.e. student/staff number) and course code.

Please include as much detail as possible in your initial correspondence as this will help us deal with your enquiry as quickly as possible. If your query relates to a username or password problem, please note you can request a new password via the 'Forgotten password?' link on the OU home page (http://www.open.ac.uk).

3 Your OU computer username and password

Your OU computer username is usually made up of your initials followed by a number, e.g. abc123, and will be included in the letter you received confirming your course registration or course appointment. Your OU computer username is interchangeable with your personal identifier (PI) anywhere you see the OU sign onscreen. The first time you sign in to any OU website you will be asked to change your password to something you will remember in future.

Your username and password will remain unique to you through-out your time with the OU. Safeguarding this information is your responsibility.

To access OU online services, follow the steps below:

1   Type http://www.open.ac.uk/ into the address area on your web browser.

2   Press Return on your keyboard to load the site.

3   Enter your OU computer username and your password into the relevant areas on screen.

4   Select the page you want to sign into from one of the following options:

- StudentHome if you are a student

- TutorHome if you are an Associate Lecturer.

5   Finally click on the Sign In button.

Your home page includes details of all the online services to which you have access. Some of the links provide information only (such as Lyceum); to use these applications you must install them first from the Online Applications CD-ROM.

4 What's on the CD-ROM?

The Online Applications CD-ROM contains the OU Computing Guide and software to help you study online. This section has brief details about the software and Sections 5, 6 and 7 outline the content of the Computing Guide.

4.1 Software for OU courses

4.1.1 Adobe Reader 8.1.2

The Adobe Reader software enables you to view Portable Document Format (pdf) documents. This software may be required to view and/or print documents that are supplied on disk or on course websites.

4.1.2 Elluminate Academic Edition 8

Elluminate is a real-time virtual classroom environment designed for distance education and collaboration in academic institutions. The Academic Edition extends the physical boundaries of your traditional classroom or adds live discussion and dynamic interaction to your asynchronous distance learning.

You should only install the Elluminate software if your course information tells you that you will be using it for your studies and gives you instructions about installation.

4.1.3 FirstClass Client 8.101

FirstClass is used by The Open University to enable students and staff to communicate by email or through online discussion forums using either a web interface or a piece of installed software (the FirstClass client).

Many courses provide course and tutor group discussion areas on FirstClass. If your course doesn't have a course-run online forum you may find there is a social forum for it in the OU Student

Association discussion area. For information about the benefits and features of FirstClass see Section 5.8.3.

You will need to know your OU computer username, password and your FirstClass server number to complete your FirstClass client installation and to log in. On your OU home page you should see a link titled 'Your email'. You will find information in this area on which server(s) you have accounts on and whether you have any unread mail on the system. Make a note of the **FirstClass server number(s)** as you will need this information when installing and connecting to FirstClass. You can also change your FirstClass preferred name (i.e. the name you wish to be known as on the system) through your OU home page.Some aspects of your account, such as access to course-specific forums, may start at a later date. The service open and close dates will also be displayed on your home page.

Installing FirstClass client

To install FirstClass client you need to select the 'Software for OU courses' category from the Online Applications CD-ROM, then click on the FirstClass link. Finally, click on the Install FirstClass button As part of the installation process you will be able to view the FirstClass installation documentation. The FirstClass login window will open automatically as you install the software. Once FirstClass client is installed, this window can be closed if you wish to access FirstClass later. (Please note: the version provided on this CD-ROM does not run on Windows Vista. If you encounter problems, the OU Computing Helpdesk may be able to offer advice Vista and Mac compatible versions of FirstClass can be obtained from http //www open.ac.uk/lts/software/)

Connecting to FirstClass

To log on to FirstClass:

1   Go to the Windows **Start** menu.

2   Select **Programs**, **FirstClass**, **FirstClass**. The **FirstClass Login** window will appear.

3   Type your OU computer username in the **User ID** field, leave the **Password** field blank, make sure there is a tick against 'Log in as: Registered User.'

4   Make your connection to the internet as you normally would.

5   Go back to the **FirstClass Login** window.

6   Type in your password.

7   Click on **Login**.

You will find a step-by-step guide to installing, connecting and using FirstClass client in the Computing Guide on the Online Applications CD-ROM.

4.1.4 Lyceum 3.6

Lyceum is the University's synchronous audio and visual conferencing system. It enables you to talk in real time to students and tutors from your course, over the internet, in discussion rooms.

You should install Lyceum only if the course you are registered on specifies that you will be using it. If your course is not using Lyceum, you will not be able to access it even if you have installed the software.

If your course is using Lyceum you will need to know your OU computer username and password to login to Lyceum. More information about your username and password can be found in Section 3 above.

To install Lyceum you need to select the 'Software for OU courses' category from the Online Applications CD-ROM, then click the Lyceum link. Finally, click on the Install Lyceum button. If you have Windows Vista you need to install the patch in order for Lyceum to work, using the second button.

It is best to use a headset (a headphones and microphone combination) to participate in a Lyceum session. You can use a pair of headphones and a stand-alone microphone, but external noise may interfere with the quality of the sound.

Before you join a session, carry out an audio levels check as described in the animated tutorial or the documentation to make sure that the sound on your computer is working and that you can hear and be heard.

To connect to Lyceum:

1   Make your connection to the internet as you normally would, then start the Lyceum software from your Windows **Start** menu, within **Programs**, **Lyceum**.

2   Click on the **Connect** button.

3   Enter your OU computer username and password.

4   Click on OK.

5   You will arrive in the Lobby and may see that a room has been reserved for your session, if so, click on the Room Number to enter.

An animated tutorial is available to help you become familiar with some of the new concepts and practices, such as connecting your headset to your computer and checking whether you can hear and be heard by your colleagues.

A step-by-step guide to installing, connecting and using Lyceum can be found in the Computing Guide on the Online Applications CD-ROM.

If you have Windows Vista, depending on your sound card, Lyceum may not work correctly or at all. If you encounter problems, the OU Computing Helpdesk may be able to offer advice.

4.1.5 StarOffice 8

StarOffice from Sun Microsystems is an office suite containing writing, drawing, calculating, graphing and presentation tools and an html editor. Your course may advise you to use StarOffice, or to use another office package.

If you already use another office suite, we recommend that you continue to use it. If you do not, you can install StarOffice from the Online Applications CD-ROM.

For more information visit:

http://www.sun.com/software/star/staroffice/support.jsp

4.2 Other OU-provided software

4.2.1 Browsealoud

Browsealoud reads web pages aloud for people who find it difficult to read online. Reading large amounts of text on screen can be difficult for those with literacy and visual impairments. Browsealoud makes using the internet easier for people who have English as a second language, or who have dyslexia or mild visual impairments.

For more information visit:

http://www.browsealoud.com

4.2.2 KAZ Typing Tutor 19

KAZ from Gotham New Media is a software package that teaches users how to touch type. It is suitable for complete beginners and for those with some keyboard skills. The licence for this product will expire at the end of December 2009.

4.3 Additional software

Please install this software only if requested to do so in your course materials or by the OU Computing Helpdesk. Installing any software could affect the way some programs work on your computer so you should seek advice if unsure.

4.3.1 DirectX Runtime 9.0c

DirectX is a Windows operating system upgrade provided by Microsoft. It is required by some multimedia software.

You should install the DirectX Runtime only if some software that you need to use specifies that it is required. Windows Vista includes DirectX 10 and you should not attempt to install the version on this disk.

For more information visit:

http://www.microsoft.com/windows/directx/

4.3.2 Java

The Java Runtime Environment (JRE) is used to run applications and applets written in the Java programming language. The Java Media Framework (JMF) extends the JRE to play audio and video. Your course material may ask you to install the JRE, and possibly the JMF. If both are required, you should install the JRE first and then the JMF.

Supplied on the disk are Java Runtime Environment 6 0 Update 6 and Java Media Framework 2.1.1e.

Please do not install the JRE or JMF unless your course materials instruct you to do so. Installing a new version may prevent some older Java programs from working correctly.

4.3.3 Java Access Bridge 1.2

This software allows screen readers to work with software written in the Java programming language.

4.3.4 Adobe Shockwave and Flash Player

Adobe Shockwave is a suite of applications, including Flash Player, that allows you to view web-based animations and interactive applications. Some course websites require the use of these applications.

Supplied on the disk are Adobe Shockwave 11 and Adobe Flash Player 9.

You do not need to install these tools if you have the 'standard' or 'full' versions of Microsoft Internet Explorer 6 or later.

4.3.5 Microsoft Text-To-Speech 4

You should install this software only if you get an error indicating that text-to-speech is not available when using your screen reader in association with OU software.

4.3.6 Mozilla Firefox 2.0

Firefox is web browser software that lets you access files from websites.

Do not install this version of Firefox unless you are specifically instructed to do so by the OU Computing Helpdesk. If you do install this software, it will change your browser settings. Only install this software if you are prepared to accept these changes.

4.3.7 Video codecs

Some OU DVDs contain video material intended for viewing on a domestic DVD player. However, that material can also be viewed on a computer as long as an appropriate 'codec' (encoder/decoder) is available. This codec may have come as part of your computer operating system or bundled when you purchased the computer. Or you may have bought additional software to give you that capability.

If you have an appropriate codec then you should be able to play standard commercial DVDs and OU DVDs without problems.

However, if you currently can't view DVD video material on your computer but would like to, there are three options:

1.	You can choose to upgrade your operating system to a version that has a codec for playing DVD files. Microsoft Vista Home Basic, for example, does not have the required codec but Microsoft Vista Home Premium does. This option is more expensive than others in that you get additional features with the upgrade and not just the codec required to play video DVDs.

2.	Buy the appropriate codec. This is a cheap option (about £10) and provides just the codec and additional player software.

3.	There are other DVD codec packs available from the internet free of charge. However, please read and abide by the terms and conditions before you download. This ensures you are aware that you are authorised to download the content and are aware of any potential restrictions.

http://www.microsoft.com/windows/windowsmedia/player/download.aspx

5 Computing Guide: Getting Started

The full version of the Computing Guide is online, it can be accessed through StudentHome, TutorHome or at

http://www.open.ac.uk/computingguide/

Alternatively, you can install or read it from the Online Applications CD-ROM. If installed, it becomes available from your Windows **Start** menu, within **Programs**, **The Open University**, **Computing Guide**.

Over the coming year The Open University will be changing a number of its computer systems as part of a long-term programme to develop an improved environment for studying online. Consequently the Computing Guide on the Online Applications CD-ROM may not contain the most recent information on OU websites and other systems you will be using as part of your course — so you should check the online version at:

http://www.open.ac.uk/computingguide/

Please note that not every course will use every application or service. Your course materials will contain information on the applications or services to be used as part of your course.

The Computing Guide contains information on some of the software applications that are available on the Online Applications CD-ROM and many of the other computing services used by The Open University. The guide on this disk is divided into three sections: (i) Getting Started, (ii) OU Online and (iii) Further Information. Computing Codes of Conduct, information about the OU Computing Helpdesk and a Glossary are also included.

The Getting Started section is aimed at students and Associate Lecturers who are new to working online with the OU. A condensed version of its content is provided here. For fuller information on the same topics, see the Computing Guide on the Online Applications CD-ROM.

5.1 Accessibility

If you have a disability, a medical condition or a specific learning difficulty such as dyslexia, you may feel that you'll need extra support in your studies.

A copy of our booklet *Meeting Your Needs* is available from your regional centre or from the Services for disabled students link on your OU home page.

More information on accessibility is available online at:

http://www.open.ac.uk/disability/computing-and-downloads.php

5.2 Assumed knowledge

We assume that you know your OU computer username (e.g. abc123) and password, which were sent to you in a letter when you registered for your first course or confirmed your first appointment.

We assume you have basic knowledge of how to use a computer: for instance that:

- you can use the mouse or keyboard to open a document or program
- you can navigate around a standard screen and windows on a PC
- you can print a document.

If you haven't used a computer at all before, there's lots of information and support available: you can buy or borrow books on basic computing skills; your local college may offer hands-on courses, self-help materials or short taster sessions; and learndirect or learndirect scotland provide online courses. There are many excellent online resources available free of charge such as the BBC's Absolute Beginners' Guide Webwise website or you could try the OU Web Guide available via 'Using your PC for Study' on the study support page on your OU home page.

5.3 Using a computer

Many of our courses use computers for a variety of different reasons, so it is important to know whether they are essential or optional for the courses you are studying or planning to study.

You may find your computer useful for:

- word processing your assignments and course notes
- emailing your tutor and keeping in touch with your fellow students
- accessing your personal OU home page: StudentHome or TutorHome
- accessing the online forums run by the Open University Students Association (OUSA)
- contacting the OU via email
- booking a course or residential school online
- submitting and collecting assignments (if available for your course)
- finding out exam results.

5.4 Computing equipment

If you do need a computer for your course, then we'd expect it to meet the minimum computer specification as outlined in the course descriptions available before registration. The specification for each course can also be found at:

http://www.open.ac.uk/personal-computing/

If your computer was bought new within the last three years, it should meet your courses computing requirements.

All courses and OU-supplied computing information assume that you are using a PC running a Microsoft Windows operating system.

If you don't have access to a suitable computer, you may be able to get access to one locally at your library or other local venues. To find out more, call your OU regional centre or go to:

http://library.open.ac.uk/libraryhelp/publicaccess_computers.htm

The Computing Guide is available online at

5.5 Safe computing

When your computer is connected to the internet and you receive emails or look at a website, your computer is potentially exposed to the risk of picking up a computer virus.

You can take steps to help minimise the risk of attacks and improve your computer's security by using an internet firewall, getting any operating system updates and using up-to-date anti-virus software.

When working on your computer it's important to

* make yourself as comfortable as possible

* organise lighting so it adequately illuminates the whole room

* use blinds, curtains or relocate the screen to cut down on glare from the windows

* take regular breaks

* try to divide your tasks so you get a chance to work both on and away from the screen.

The OU Online section of the Computing Guide contains more information on safe computing.

5.6 Internet access

5.6.1 Internet service providers

Internet service providers (ISPs) are companies that connect people to the internet. They provide the basic software and the information to connect your computer to the internet using either your dial-up modem or broadband.

5.6.2 Web browsers

A browser is a software program that enables you to access web pages on the internet. Most new computers come with a browser installed, or you may get one with your internet service provider's (ISP) package.

Please note If your ISP has provided you with a browser you may find that you lose important settings and bookmarks/favourites if you change it. You are advised not to install the Firefox browser from the Online Applications CD-ROM unless you are capable of configuring it to work with your ISP.

5.7 Signing in

To be able to access some online services you will be asked to 'sign in to the OU website' because they hold information personal to you, or they're only for OU users like yourself.

For more information on signing in go to Section 3 on page 9.

5.8 What's available online

5.8.1 Your OU home page

Everything you need online at the OU can be accessed from your personalised OU home page. Your home page will be either StudentHome or TutorHome depending on your role in the OU community.

5.8.2 Your OU mailbox

As a student with the OU, you'll be provided with your own OU email address and OU mailbox. If you prefer not to use your OU mailbox, you can provide us with a private email address. Please specify your preferred email address through the email section of your OU home page as we will use this address to send you information about your course and your studies with us. You can change your preferred email address whenever you need to via your home page.

Please note that, even if you set a private email address as your preferred email address, you may still receive email in your OU mailbox, so you may want to set up email forwarding on your OU mailbox. Information on setting up email forwarding from your OU mailbox can be found in the Computing Guide.

The Computing Guide is available online at

If you are an OU Associate Lecturer you'll be provided with your own OU email address and OU mailbox, which you can access from your OU home page. You won't be able to specify a private email address as your preferred email address, but you can arrange for email to be forwarded to a private email address if desired. You will find information on setting up email forwarding from your OU mailbox in the Computing Guide.

5.8.3 Online tools

There are a number of collaborative tools currently available which will enable you to communicate with the OU community online, these include our online discussion systems FirstClass and Lyceum.

Blog

A blog is a public webspace where you can keep a running diary of thoughts and comments. Blogs typically contain informal and personal messages, almost like daily diary entries. Blogs can also be used as a publicly accessible way to present ideas and commentary.

Blogging is recognised as a good way of keeping a public diary or providing a commentary on a particular topic.

Elluminate

Elluminate is a real-time virtual classroom environment designed for distance education and collaboration in academic institutions. The Academic Edition extends the physical boundaries of your traditional classroom or adds live discussion and dynamic interaction to your asynchronous distance learning.

You should only install the Elluminate software if your course information tells you that you will be using it for your studies and gives you instructions about installation.

Forum web interface (FirstClass)

The Open University has two systems that provide access to discussion forums. The forum functionality described in this guide relates to our main email and discussion system (called FirstClass).

If you are unable to install software on to the machine you are using, the web interface will allow you to maintain contact with your online communities. This means that the web interface could be used, for example, on library computers or in an internet café.

You can access FirstClass by following links from your OU home page, possibly your course website, or by typing the web address directly into your browser.

There are several benefits of accessing FirstClass in this way:

- no need to install software on to your computer
- simple responsive interface, ideal for the new user
- easy, one-click access from your home page.

Features available via the web:

- send and receive electronic mail (email)
- transfer text and graphics files so that other users can access them (please note that currently only one file can be attached per message)
- delete messages from your mailbox
- browse and send messages to discussion forums
- participate in online Instant Messaging
- control the order of messages in your mailbox by sender, date received, etc.
- check the history of a message
- edit your Preferences to set up an auto forward.

A step-by-step guide to using the OU's discussion forums can be found in the Forums section of the OU Online section of the Computing Guide.

FirstClass client

The FirstClass client is a piece of software that you can install on your computer and use to connect to the FirstClass system.

In addition to the web features, with the FirstClass client you can:

- set the priority of your messages
- unsend personal messages sent to conferences

- work offline (FirstClass Personal is not included on the Online Applications CD-ROM)
- edit more of your system Preferences.

A step-by-step guide to installing, connecting and using FirstClass client can be found in the Forums section of the OU Online section of the Computing Guide.

Lyceum

This is the University's own synchronous audio and visual conferencing system. It enables you to talk in real time to students and tutors from your course, over the internet in discussion rooms (also known as forums).

A step-by-step guide to installing, connecting to and using Lyceum can be found in the OU Online section of the Computing Guide.

MyStuff

MyStuff is your own personal storage area. Think of it as an electronic box file that you can use for storing notes, assignments and activities you complete while you study with The Open University (and for at least two years after your course ends). In MyStuff you'll be able to store items from multiple courses, which you can organise and tag, depending on how you are planning to use them.

When you store files or complete items within MyStuff you can choose to label them with tags. Tags can help you to find content and to create documents (or compilations) later

The files or items can be organised into compilations, for example, a compilation that can be submitted to the eTMA system or a CV that can be used while job hunting.

Sometimes courses will provide guidance and their own course-related space because MyStuff is integral to the course. So if you use MyStuff to create an assignment you will be given full instructions. Otherwise you can use it for your own development purposes, e.g. making a CV or action plan. It is a good idea to keep these things in MyStuff because:

- they are stored securely
- you can access them from any computer

- you can reuse and remake documents (or compilations) for your purposes.

For further details about MyStuff please visit the 'MyStuff' section in OU Online.

Personal calendar

The personal calendar is an area where you can store information about events that are important to you. A variety of entries will appear in your calendar automatically, including events related to the course you are studying or events related to the tutor group you are a member of (should you have a tutor assigned to you).

Profile

Your profile is available from your OU home page. Your profile contains a range of information that you can choose to share with other OU computer users: such as your OU computer username, your email address and your personal summary.

When you participate in an online activity on your course website, such as a forum or a wiki, your name is displayed next to your contribution. Clicking on other participants' names will let you see their profile page. You can choose to share information about yourself with others in your tutor group, others studying your course or all those with access to OU computing services.

Wiki

A wiki is a web page, or set of web pages, which you can create using a web browser without having to know the programming language (HTML) used to create web pages. A wiki starts with a front page, to which each author can add other pages.

Wikis can be used to facilitate various online activities. You may be asked to use a wiki for a collaborative activity with a group of other students on your course, or you might be asked to use a personal wiki to create an individual piece of work. Your course team will provide instructions on how you will be using a wiki or wikis for your course.

5.8.4 Course websites

Some courses have a course-specific website where you can find out about your course and access links to web resources and other course documents. Some courses are run online and all the core course materials are available from the course website. You can access your course website through your OU home page.

5.8.5 Online assignment submission (eTMA)

On certain courses you can submit your assignments electronically using the electronic tutor-marked assignment (eTMA) system. Once marked, the assignments can be retrieved electronically as well.

5.8.6 Library

The Open University Library website provides online access to a wide range of information sources to support your studies, including full-text journal articles, electronic books, reference resources, images, course-related websites and much more.

5.8.7 Study resources

The OU has plenty of information and resources available, which will see you through from the beginning of your first course through to achieving a qualification. All this information is made available to you through your OU home page.

6 Computing Guide: OU Online

In OU Online you'll find useful information and tips about your OU home page, either StudentHome or TutorHome, your OU mailbox (email) and discussion forums, Lyceum, course website features, the OU Library, etexts and further information about accessibility and safe computing. You can access the information in OU Online through the Computing Guide on the Online Applications CD-ROM.

7 Computing Guide: Further Information

The 'Further Information' section has detailed documentation about the discussion forum web interface, the FirstClass client and Lyceum; electronic copies of the Student Computing Code of Conduct and the student and Associate Lecturer eTMA guides; and additional information about etexts. You can access Further Information through the Computing Guide on the Online Applications CD-ROM.

8 Summary of the Student Computing Code of Conduct

This code of conduct applies to student and affiliate users of all University computing systems. There is a separate computing code of conduct for staff. By accessing The Open University's computing systems, you agree to abide by this code. People who break this code of conduct may face OU disciplinary procedures, criminal procedures, or both.

The code can be summarised as follows:

1   The University's computing resources are provided for educational, training and research purposes. You must not use them for any business or significant personal purposes.

2   You are responsible for all activities carried out under your username.

3   Your password must be in line with accepted good practice.

4   You must not jeopardise the integrity, performance or reliability of the University's computing resources.

5   When you use the University's computing resources you are expected to follow the same standards of behaviour that apply to more traditional media.

6   You must not interfere with information that belongs to another user.

7   You should not assume that any online or phone communications using the University's resources are private. We may record these in case there is a complaint or a legal inquiry.

8   You must not copy software or information that does not belong to you without permission.

9   You must not use the University's computing resources to create or distribute obscene, libellous, defamatory, malicious or illegal material.

10 You should read the full code to ensure that you understand the conditions that apply to you.

The full version of the Student Computing Code of Conduct is available from:

http://www3.open.ac.uk/our-student-policies/pdf/studcompcode.pdf

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